

Programme Assistant, Indonesia

Place of work:	Jakarta, Indonesia
Employment rate:	100%
Start date:	As soon as possible
Contract type:	1 year, with the possibility of extension
Other:	The position is for Indonesian citizens, resident in Indonesia.

About the Basel Institute on Governance

The Basel Institute on Governance is an independent not-for-profit organisation working across sectors to counter corruption and related financial crimes and to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel, the Institute works globally to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 130 staff from 28 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

Job description

We seek to recruit a Programme Assistant whose acquired knowledge and skills enable them to work independently in undertaking diverse work assignments. The junior staff member will be supporting the Basel Institute's operations in Indonesia and Southeast Asia, on projects related to corruption prevention and financial investigation/asset recovery. The position holder will provide administrative support to senior management and technical staff members based in Indonesia. This position will be based in Jakarta, Indonesia. Only Indonesian nationals are eligible to apply.

Key responsibilities

- Support senior management and technical staff members in the planning, coordination and arrangement of trainings, seminars and workshops (including, but not limited to, obtaining quotes, arranging travel and accommodation for staff and beneficiaries, compiling documentation, and note-taking). This includes ensuring attendance lists, relevant material and the necessary equipment are prepared and available.
- Assist senior management and technical staff members with various tasks related to financial reporting, compliance and general operations, such as reviewing expense reports and collecting the necessary documentation (purchase orders, anti-terrorism verifications, etc.).
- Help manage correspondence.

- Support the tracking of activity-based budgets and expenditures as required by donors.
- Arrange work travel for programme staff.
- Maintain an efficient filing system for all administrative and operational records.
- Draft terms of references, letters and invitations in both Indonesian and English, as well as documents and forms related to programme activities and administrative matters.
- Collect and provide information as required and contribute to the planning, organising and developing of all aspects of the programme.
- Perform other duties and responsibilities assigned by senior management and technical staff members that are consistent with the overall focus of the assignment.

Qualifications and skills

- Undergraduate degree in business administration, public administration or other field relevant to the position.
- At least two years of relevant experience in financial and administrative matters and project management, preferably in the context of donor-funded programmes in international development.
- Excellent administrative skills and strong team working skills.
- Ability to work with a high degree of accuracy and attention to detail.
- Experience in ensuring compliance with donor contract requirements.
- Strong communication and coordination skills and a willingness to multi-task.
- Fluency in spoken and written English.
- Ability to work effectively and efficiently with minimal supervision.
- Cross-cultural awareness and sensitivity.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please submit your application at your earliest convenience, but no later than **17:00 Western Indonesia Time (WIB) on 31 January 2025**, using the following link: <https://intranet.basel.institute/job/apply/40>. Only shortlisted candidates will be contacted.

For further information about this position, please contact:

feinoor.yudahastuti@baselgovernance.org

Equal opportunities

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.